



## DUTY STATEMENT

**Classification:** Deputy Director, CEA III

**Position Number:** 750-7500-001

**Division/Office/Section:** MMLA

**Location:** 1001 I Street, Sacramento, CA 95812

**Effective Date:**

**Employee's Name:** Vacant

**Supervision Exercised:** ☒ Yes ☐ No

**Supervisor's Name:**

**Collective Bargaining Identifier (CBID):**

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, and materials; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

### **POSITION DESCRIPTION**

Under the general direction of the Director, the incumbent plans, organizes, and directs the activities and operations of the Materials Management and Local Assistance Division. Develops and oversees programs including but not limited to: state diversion and recycling programs, electronic waste recycling, stewardship programs, and technical activities related to recycling of organics, plastics, waste tires, and other materials. Advises the Director, Chief Deputy Director, and Executive Staff on issues, programs, and priorities relative to CalRecycle's mission, vision, and statutory responsibilities. Develops and implements departmental policies related to source reduction and recycling.

### **ESSENTIAL FUNCTIONS**

Oversees and directs development and implementation of statewide policies and programs concerned with assisting state and local governments to meet legislatively-mandated waste diversion goals and plans. Oversees the evaluation of local jurisdiction and State agency waste management programs; reviews and approves staff recommendations regarding local jurisdictions', state agencies', and large state facilities' progress in meeting planning and waste disposal reduction mandates, including mandatory commercial recycling and mandatory commercial organics recycling programs. Coordinates with WCMP Deputy Director on the development and implementation of compliance orders for local jurisdictions and State agencies. Oversees Division's responsibilities in developing and implementing short-lived climate pollutant requirements in response to SB 1383. Oversees provision of technical assistance, in coordination with Governor's Office of Business Assistance, to recycling manufacturers that are siting new or expanded facilities in the state.

Oversees and directs activities related to climate change, product stewardship, plastics recycling research, organic materials management, waste tire market development and management, construction and demolition debris management, and emerging technologies. Oversees and directs the development and implementation of programs focused on medical waste (sharps and pharmaceuticals) management; recyclable and compostable single-use food packaging; use of compost on fire-damaged lands; and plastic bag bans. Oversees development and implementation of research on waste tires, plastics, and organic materials management, including development of best management practices and technical specifications.

Oversees and directs implementation of the Covered Electronic Waste Recycling Program to ensure fiscal integrity of payments and makes recommendations to the Director re: changes in recycling payment rates and consumer product fees. Oversees program participation, fraud prevention, compliance assistance, and administrative civil penalties, and coordination with Department of Toxic Substances Control. Oversees development of policy proposals relative to the future of electronic waste recycling and management in the state.

Works with Branch Chiefs to coordinate the work of the Division and to resolve complex emerging or undefined issues that may involve conflict among competing programs and issues. Works in consultation with Branch Chiefs to direct the activities of staff towards the accomplishment of goals and objectives and ensure that Managers, Supervisors and staff are clear on their responsibilities and expectations. Critically reviews and approves reports and Requests for Approvals prepared by Branches.

Serves as advisor to the Director, Chief Deputy Director, and Executive Staff on matters relating to local government programs, source reduction and recycling. Directs and approves all legislative analyses pertaining to MMLA programs.

Testifies before various state legislative and local government bodies to present information and advocate CalRecycle programs; maintains working knowledge of technical and administrative developments in waste management and waste prevention. Attends and participates in meetings, conferences, workshops, and seminars to confer, advise, and share technical and administrative information about CalRecycle programs and policies, particularly those related to source reduction and recycling. Provides direct and program liaison with governing, executive and staff representatives of local governments, local task forces, waste management authorities and joint powers authorities

Oversees and directs Division liaisons with respect to Division's personnel, budget, and contract activities. Approves expenditures of MMD budget for travel and general expenses; approves all personnel transactions; directs development of and approves budget change proposals and contract solicitations and awards. Ensures all Division contract products are delivered on time and within budget.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:  <b>Employee Signature:</b>	<b>Date:</b>
I certify that the above accurately represent the duties of the position:  <b>Supervisor Signature:</b>	<b>Date:</b>
<b>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</b>	
<b>C&amp;P Analyst:</b>	<b>Date Approved:</b>